

- Put the name and address of the person you're writing to on the left, above the greeting.
- Make sure you begin *Dear...*, and use a formal ending (*Yours faithfully* or *Yours sincerely*).
- Use formal language (*Could you...? I would be grateful if you could...etc*)
- Divide your letter into at least three paragraphs
- Learn and use formal expressions (*I expect to receive, I am writing to complain about..., The first problem is...I am afraid I will not be able to...I would like to apply for the job...etc*)

TIPS FOR WRITING A STORY

- Always invent your plot before you start writing (*A man wakes up late and drives to the airport. He has an accident and wakes up in hospital*)
- Divide your story into three parts:
 - o Opening paragraph. Set the scene, describe the situation.
 - o Body of the story. Two or more paragraphs describing the events in the story.
 - o Closing paragraph. How the story ends, what happens to the characters.
- Try to use a mixture of narrative tenses (past simple, past continuous, past perfect)
- Use time expressions to link events (*when, at the moment, suddenly, etc.*)
- Use adverbs (*desperately, fortunately*) to make your story more vivid.

TIPS FOR WRITING AN OPINION COMPOSITION

- Plan four (or five) paragraphs: an introduction (e.g. what the situation is in your country), the main reasons why you agree/disagree, and a conclusion (a summary of your opinion)
- List your reasons (for or against) before you start writing. Two or three main reasons at least.
- Start paragraph 2 with your main reason (*Firstly...*) Use a linker (*besides, what is more*) to add a related reason. Use *Secondly* and *Finally* to introduce your other arguments in new paragraphs.
- Back up your reasons with clear examples
- Use a formal style (don't use contractions, or very colloquial expressions).
- Learn and use connectors (*especially, in a panic, quickly, straight, suddenly...*)